

## **Sample Development Plan for Engineering Consultant Mentor-Protégé Plan**

This sample development plan provides the basic structure for your Engineering Consultant Mentor-Protégé Plan and is a guide in putting together a Plan. **The Mentor-Protégé collaboration is not limited to the types of assistance that are included below.**

### **I. Plan Contents**

- A. Areas of Assistance. Identify the specific areas in which the Protégé requires assistance.
- B. Mentoring and Hours. Identify specific tasks and associated hours required for each Mentor/Protégé beyond the project tasks (i.e., training, meetings, shadowing, etc.).
- C. Schedules of Assistance. Define the specific types and scope of assistance the Mentor will provide to meet the Protégé's needs and the time frames by which the assistance will have accomplished its objective.
- D. Responsibilities. Define the specific responsibilities of the Mentor and the Protégé in each of the activities.
- E. Benchmarks. Include measurable benchmarks to be reached by the Protégé at successive stages of the Plan.
- F. Evaluation. Provide formal evaluations of the Protégé's attainment of the identified benchmarks. (Independent evaluations will be made by IDOT's Mentor-Protégé Oversight Committee to confirm the Protégé's attainment of said benchmarks.)
- G. Duration. Specify the maximum time frame for which the Plan will remain in effect.
- H. Key Personnel. Identify the Mentor's representative(s), including the experience of the identified representatives responsible for training and/or coordinating the assistance provided to the Protégé.
- I. Copies of Agreements. Provide copies to IDOT's Mentor-Protégé Oversight Committee of all agreements made for the duration of the Plan. Copies of any agreements entered into by the Mentor or the Protégé at a later date, but during the term of the Plan, must be forwarded to the Mentor-Protégé Oversight Committee for approval within ten (10) days of execution of such agreement.

### **II. Examples of Mentor Assistance Training/Development**

- A. The Mentor agrees to provide an initial assessment of the proposed activities/skills the Protégé is able to provide at the time of entering into the Mentor-Protégé Development Plan. The training/development provided to the Protégé by the Mentor shall be based on this preliminary assessment.
- B. The Mentor will also provide the Protégé with periodic evaluations on the areas of training/development to be provided as identified in the initial assessment.

### **III. Technical and Management**

- A. Guidance/training in the engineering prequalification categories.

- B. Guidance in general money management by implementing procedures for budgeting, cash flow, bookkeeping and accounting.
- C. Assistance with contract preparation, documentation and contract management.
- D. Assistance in obtaining insurance and meeting other business needs.
- E. Assistance in establishing business collaborations with others.
- F. Familiarizing and assisting the Protégé with compliance with applicable laws, rules and regulations.

#### IV. Personnel

The Mentor may provide skilled personnel to the Protégé if the Mentor receives advance written approval from IDOT on each project.

- A. Lending of personnel by the Mentor to the Protégé will be limited to personnel with special expertise.
- B. Mentor's personnel should assist with management functions or provide technical training and/or supervision under the Plan. Personnel provided by Mentor will remain on Mentor's payroll.

#### V. Financial

The Protégé shall be timely paid in accordance with the terms of any contract for work performed as a subconsultant and such payments due shall not be contingent upon or subject to withholding, retainage or back charges of any kind based upon program cost reimbursement due to the Mentor pursuant to an approved Mentor-Protégé Development Plan for Contract Assistance and Training incorporated into the contract.

#### VI. Other Mentor-Protégé Program Information

- A. Relevant Skills. In every case in which IDOT selects engineering firms involved in a Mentor-Protégé collaboration, the contract activities of the Protégé should correlate with the Protégé's existing skills and ongoing development as indicated in the Mentor-Protégé Program.
- B. Modifications of Plan. IDOT reserves the right to require changes to the Plan when IDOT's Mentor-Protégé Oversight Committee deems it necessary to meet the goals of the Mentor-Protégé Program. In addition, the parties may make changes to the Plan with IDOT's Mentor-Protégé Oversight Committee's prior written approval.
- C. Supportive Services Assistance. IDOT is offering the services of its network of supportive services consultants to its Mentor-Protégé Program. Mentors and Protégés are encouraged to avail themselves of the consultants' assistance whenever necessary.

D. Prohibitions.

- 1) No Agreement can force the Protégé into an exclusive arrangement with the Mentor. As a general rule, the Protégé must retain the right to contract with others throughout the duration of said Agreement and the Plan.
- 2) Under no circumstances is the Mentor permitted to have an ownership interest of any kind in Protégé.
- 3) Although there may be various levels of assistance rendered by a Mentor to a Protégé, no assistance can reach the level where day-to-day control has been relinquished by the Protégé to the Mentor.
- 4) The parties to a prospective Mentor-Protégé collaboration must not proceed without a written Plan which has been reviewed and approved in advance by IDOT's Mentor-Protégé Oversight Committee. Any activities conducted prior to the existence of a fully-executed and approved Mentor-Protégé Agreement for Contract Assistance and Training will not be credited toward any established contract DBE goal nor will the costs be reimbursable by IDOT.
- 5) The DBE may never be relegated to the status of middleman, broker or front.
- 6) At no time shall any arrangement lead to a situation where final decision-making authority is taken away from the Protégé.

VII. Notifications/Approval Requests. All notifications, requests for approval or other communications by the Mentor and/or Protégé to IDOT must be addressed to the following:

Bureau Chief of Design & Environment  
Illinois Department of Transportation  
2300 South Dirksen Parkway, Room 330  
Springfield, IL 62764